



# Boutique Guidelines

**URBAN INSPIRATIONS 2015 • MARCH 28–29, 2015**

Fashion Institute of Technology (FIT) • 28th Street & 7th Avenue • New York City

The goal of the Empire Quilters Members' Boutique is to create a high quality appealing area at the Quilt Show. All members are welcome to sell items from inexpensive to luxury.

## **Please keep in mind:**

1. All items should be new items, and must be hand-made or hand-crafted, preferably fabric-related or quilt-related.
2. All items **MUST** be made by Empire Quilters guild members.
3. **ALL PARTICIPANTS MUST WORK IN THE BOUTIQUE FOR 4 HOURS**, times to be scheduled later. The Boutique is open from 10am to 6pm on Saturday and 10am to 4pm on Sunday. You can volunteer during those hours and/or help with the overall boutique set-up and/or take down. **Please note** that all boutique participants must set-up (and take down) their own displays. This personal set-up/take-down time is not counted toward your required four hour boutique volunteer time.
4. The guild will collect the sales money; deduct the amount due for State and City Sales Tax then issue a check to participants for 85% of the remainder. The guild will keep 15%
5. Items for sale should be tagged with the price and ID code before they are brought to the show. Tags are available at office supply stores. The ID code is your three initials along with the item number. For example; if my name is Lisa M. Belle, and I'm selling 10 items, my items are labeled LMB01: \$5.00; LMB02: \$3.50; LMB03 \$15.00, etc.

## **Schedule:**

1. The show will be here faster than you realize. The holidays will be here before the quilt show. Why not make a few extra things for the boutique?
2. Complete your Boutique Submission form and mail it in by **January 31, 2015** or hand it to a boutique committee member at the **January 10, 2015** meeting.
3. Bring your items with price tags attached to F.I.T. (28<sup>th</sup> street & 7<sup>th</sup> Avenue entrance) **Friday, March 27, 2015** by 1pm. We expect as many participants as possible to assist in setting up the boutique. A time schedule will be arranged prior to this date.
4. All items to be sold should be contained in plastic or cardboard boxes clearly marked with your name on the end of the box to prevent any damage to items. We can restock items as they are sold.
5. Show time is **March 28 and 29, 2015**. Please be prepared to work your shift and remember you are the best person to sell your work.
6. We request that unsold items be picked up by **5:30pm on Sunday, March 29, 2015**. The committee is not responsible for any items not picked up.

## **Orphan Blocks**

There will be a large basket on the boutique table filled with orphan blocks – those blocks that are the one extra block left, or the Block of the Month blocks that were never assembled. Donate your extra blocks to the Guild for an easy way for the guild to make a profit.

## **Boutique Committee Chairpersons:**

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If you send an email, please put Empire 2015 Show Boutique in the subject line.

